文藻外語大學107學年度**專案教師**評鑑分項評分表

**Wenzao Ursuline University of Languages Evaluation Form for Contract Teacher**

填表人Filled by： 日期Date： 編號Code No.：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 單 位  Dept. | | |  | | 姓 名  Name |  | 職稱  Title | |  | | | 評鑑期間  Evaluation for | | 107/8-108/4 |
| 項目  Categories | 分項  Items | | | 內容  Criteria | | |  | 配分  Points | | 自評  成績  Self-evaluation Score | 系(中心) 教評會成績  Evaluation Score given by Department (Center) Faculty Evaluation Committee | | 院教評會  成績  Evaluation Score given by College Faculty Evaluation Committee | 備註  Notes |
| 教  學  基  本  職  責  45％  Teaching Core Responsibilities | 一、教學基本規範  Teaching Core Criteria 18％ | | | 課程大綱上網 Uploading syllabi. | | | | 3 | |  |  | |  | 1. 皆在規定時間內上傳（繳交）者得3分   3 points for uploading before the deadline.   1. 有一學期（含）以上未在規定時間內上傳（繳交）者得1分   1 point for those who fail to upload syllabi before the deadline for one or more semesters.   1. 皆未上傳者得0分   0 point for those who have not uploaded their syllabi. |
| 每學期依學校規定的科目數將數位化課程內容上網  Uploading digitalized materials to the learning management system according to the University requirements. | | | | 3 | |  |  | |  |
| 在規定時間內上傳（繳交書面）學生成績/繳交補考試題  Uploading (and submitting in print) students’ scores/exam papers for make-up exams before the deadline. | | | | 3 | |  |  | |  |
| 在規定時間內上網登錄預警學生名單  Submitting list of students receiving mid-term advance warnings before the deadline. | | | | 3 | |  |  | |  |
| 每週至少提供4小時之Office Hours  Offering at least 4 hours of office time to advise students each week. | | | | 3 | |  |  | |  | 皆有排定互動時間、公布且確實執行者得3分，未執行者得0分  3 points for those who have regular office hours and who have make good use of the office hours. 0 point for those who do not have office hours. |
| 依規定請假並確實調、補課  Applying for leaves according to relevant regulations and providing make-up classes. | | | | 3 | |  |  | |  | 1. 皆未違反請假、調、補課相關規定者得3分   3 points for those who have not violated any relevant regulations related to leaves and make-up classes.   1. 合計違反請假、調、補課相關規定1次者得1分   1 point for those who have violated any relevant regulations related to leaves and make-up classes only once.   1. 合計違反請假、調、補課相關規定2次以上（含）者得0分   0 point for those who have violated any relevant regulations related to leaves and make-up classes more than once. |
| 二、教學成效  Teaching Effectiveness  20％ | | | 教學評量  Teaching quality survey | ＊106學年度（含）前聘任之教師以106-2及107-1之教學意見反應平均成績計  For teachers employed before the 2017 academic year, the scores from second semester of 2017 academic year and first semester of 2018 academic year will be averaged.  ＊107學年度新聘教師以107-1教學意見反應平均成績計  For teachers employed after 2018 academic year, the scores from the first semester of 2018 academic year will be counted. | | | 20 | |  |  | |  | 1. 平均4.2以上者得20分   20 points for 4.2 and above.   1. 平均4.0~4.19者得15分   15 points for 4.0 - 4.19   1. 平均3.51~3.99者得10分   10 points for 3.51 -3.99   1. 平均3.5分以下者得5分   5 points for 3.5 and below. |
| 三、專業成長  Career Development  7％ | | | 參加學校（或系、中心）規定之教學相關研習會  Participating in teaching workshops as required by the University (department or center) | | | | 4 | |  |  | |  | 1. 皆出席者得4分   4 points for those who attend all workshops   1. 有缺席紀錄者得2分   2 points for those who have missed some workshops.   1. 皆未出席者得0分   0 point for those who have not attended any workshop. |
| 除參加學校或系、中心規定之教學相關研習會外，主動參加校內外與教學相關之研習、訓練、進修並取得證書（證明）或資格  Participating in extra workshops, training and professional development events and obtaining certificates or qualification, in addition to workshops required by the University (department or center). | | | | 3 | |  |  | |  | 請列舉，每參加1項得1分  Please list all the workshops. One point for one workshop/event. |
| **本項目小計 Category subtotal** | | | | | | | **45** | |  |  | |  |  |
| 輔導基本職責  Advising Core Responsibilities  15％ |  | | | 輔導學生課業及生活有明確事實  Counseling students with advices related to their study and life, with supporting material | | | | 10 | |  |  | |  | 若無具體佐證資料，請教評會酌情評分  For those who cannot provide supporting material, scores will be determined by Faculty Evaluation Committee  1. 經常執行者得10分  10 points for those who frequently provided student with consultation..  2. 偶爾執行者得5分  5 points for those who occasionally provided students with consultation.  3. 從未執行者得0分  0 point for those who have not provided students with consultation. |
| 參加校內、外與指（輔）導學生性質相關之研習會或工作坊取得證書（含心理、課業、生活等主題）  Participating in on-campus and off-campus workshops or training events on subjects related to student consultation (including psychological consultation, study and life) and receiving certificates. | | | | 5 | |  |  | |  | 1. 合計參加過2次以上者得5分  5 points for those who attended two or more workshops.  2. 合計參加1次者得3分  3 points for those who attended once.  3. 從未曾參加者得0分  0 point for those who have not attended any. |
| **本項目小計 Category subtotal** | | | | | | | **15** | |  |  | |  |  |
| 服務基本職責20％ |  | | | 確實履行每週在校5天，每日6小時之服務規定  Being physically present on campus for 5 days a week and six hours per day. | | | | 5 | |  |  | |  | 確實履行者得5分，有缺失者得酌情減分  5 points for those who meet the requirements. Points may be deducted for those who fail to meet the requirement. |
| 確實履行每週擔任系（中心）安排之4小時服務規定  Making good use of the 4-hour weekly service hours arranged by the department (center). | | | | 5 | |  |  | |  | 確實履行者得5分，有缺失者得酌情減分  5 points for those who meet the requirements. Points may be deducted for those who fail to meet the requirement. |
| 出席系、中心各項會議  Attending various meetings held by the department (center). | | | | 4 | |  |  | |  | 每次均出席者得4分。每缺少1次減1分  4 points for those who attend all meetings. 1 point will be deducted for each absence. |
| 配合學校（系、中心）行政支援之要求  Meeting requirements of the University (department, center) for administrative support. | | | | 3 | |  |  | |  | 有支援者得3分，有缺失者得酌情減分  3 points for those who provide support. Points may be deducted for those who fail to meet the requirement. |
| 參加全校性及各系、中心非聯誼性質之集會、慶祝活動等  Attending formal gatherings and celebrations held by the University, department or center. | | | | 3 | |  |  | |  | 請列舉，每參加1次得1分  Please list all the events. One point for one event. |
| **本項目小計 Category subtotal** | | | | | | | **20** | |  |  | |  |  |
| 加  分  項  Additional Category  20%  加  分  項  目  20% | 教學加分項目  Additional Teaching Items  10％ | | | 發表論文、參與專案研究、產官學研究案  Publishing academic paper(s), participating in research project(s) or academic-industry collaboration research project(s). | | | | 5 | |  |  | |  | 有發表（參加）者得5分（不分作者之順位）  5 points for those who publish (participate) (Ranking of the authors will not be considered)  未發表（參加）者得0分  0 point for those who have not published (participated). |
| 利用服務時間外對學生實施補救、推廣、替代課程等  Providing remedial, extension or substitute class in addition to regular service hours. | | | | 3 | |  |  | |  | 有佐證資料者即得3分  3 points for those who can provide supporting material |
| 協助/指導學生取得專業證照  Assisting/guiding students to obtain professional certificates | | | | 3 | |  |  | |  | 有佐證資料者即得3分  3 points for those who can provide supporting material |
| 協助/指導學生論文（畢業專題、畢業展等）  Assisting/guiding students to complete graduation thesis (including graduation projects and exhibitions) | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 改善教學績效良好（含媒體製作、開設遠距課程等）  Outstanding teaching performance (including creation of multi-media for teaching and offering long-distance courses) | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 授課時段含週六及進修部課程  Teaching Saturday classes and courses offered by the Extension Education Division. | | | | 2 | |  |  | |  | 有週六或進修部課程者即得2分  2 points for those who teach Saturday classes and courses offered by the Extension Education Division |
| 獲教學優良教師（含教學評量）  Receiving outstanding teacher award (results of teaching quality survey required) | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 協助/指導學生參加校內外比賽獲獎  Assisting/guiding students to participate in on-campus and off-campus contests and students receive the awards. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 獲語檢或其他專業證照（含取得高考以上等級之專業證照）  Receiving language proficiency certificates or other professional certificates (including professional certificate for senior exams for civil servants) | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 至校內、外擔任與專業相關之專題演講或展演（不含有學分之課程）  Giving presentation on-campus or off-campus on topics related to the teacher’s professional expertise or participating in professional exhibitions (excluding course-related exhibitions) | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 其他（請列舉）  Other (please list) | | | | 2 | |  |  | |  | 請列舉並附佐證資料，每項得1分  Please list and provide supporting material. 1 point for each item. |
| **本項目小計 Category subtotal** | | | | | | | **10** | |  |  | |  | 上述加分項目累計，最多10分  Maximum 10 points |
| 輔導與服務  加分項目  Additional Service and Advising Items  10% | | | 寒、暑假隨隊參與並指（輔）導學生之校內外營隊活動  Serving as faculty advisor for camp activities organized by student organizations during the summer or winter vacation. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 參與暑假英語初戀營之教學服務  Serving as instructor of English orientation camps. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 指（輔）導學生團體受評鑑為「特優」或「優等」者  Serving as faculty advisor for student organization and the student organization receive “outstanding” or “excellent” for their evaluation. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 除基本服務時數外，另有增加服務時數者  Providing extra service hours in addition to regular service hours. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 規定之服務工作表現優良者  Providing outstanding service. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 協助辦理系、中心各項活動  Assisting department (center) to organize various activities. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 參加系（中心）各種委員會或教學小組  Participating in various committees or teaching teams of the department (center). | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 擔任學術（活動）競賽評審  Serving as judges for academic contests. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 以學校名義策劃或協辦校外各項活動表現優異且能提出具體實證者  Assisting the University to organize various off-campus activities and can provide supporting material. | | | | 2 | |  |  | |  | 有佐證資料者即得2分  2 points for those who can provide supporting material |
| 其他（請列舉）  Other (Please list) | | | | 2 | |  |  | |  | 請列舉並附佐證資料，每項得1分  Please list and provide supporting material. 1 point for each item. |
| **本項目小計 Category subtotal** | | | | | | | **10** | |  |  | |  | 上述加分項目累計，最多10分  Maximum 10 points |
| **總 分 Total** | | | | | | | | **100** | |  |  | |  |  |
| 1. **自評得分=總分X 60%**   **Scores of self-evaluation = sub-total scores X 60%** | | | | | | | | **60** | |  |  | |  |  |
| (二)系主任評分(15分): Scored by the Chairperson (15 points) : | | | | | | | | 配分  Points | | 得分  Score | 備註  Notes | | | |
| 1. | | 符合本系、中心教學需求How does the teacher meet the teaching requirements of the Dept./Center? | | | | | | 10 | |  |  | | | |
| 2. | | 符合本系、中心輔導及服務需求How does the teacher meet the requirements of counseling and service of the Dept./Center | | | | | | 5 | |  |  | | | |
| **系主任評分項總計得分: 分Total scores**:    **系主任簽章Signature:** | | | | | | | | | | | | | | |
| 1. 院長評分(15分):Scored by the Dean (15 points) : | | | | | | | | 配分  Points | | 得分  Score | 備註  Notes | | | |
| 1. | | 符合本院教學需求How does the teacher meet the teaching requirements of the College? | | | | | | 10 | |  |  | | | |
| 2. | | 符合本院輔導及服務需求How does the teacher meet the requirements of counseling and service of the College? | | | | | | 5 | |  |  | | | |
| **院長評分項總計得分: 分Total scores:**  **院長簽章Signature:** | | | | | | | | | | | | | | |
| (四)教務長評分(10分): Scored by the Dean of Academic Affairs (10 points) : | | | | | | | | 配分  Points | | 得分  Score | 備註  Notes | | | |
| 1. | | 符合本校教學需求How does the teacher meet the teaching requirements of the School? | | | | | | 10 | |  |  | | | |
| **教務長評分項總計得分: 分 Total scores:**  **教務長簽章Signature:** | | | | | | | | | | | | | | |

**以下由系(所)、中心填寫後送系教評會審核**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **總計得分=(一)自評總分X 60%+(二)系主任評分+(三)院長評分**  **+(四)教務長評分**  **Total scores = (1) scores of self-evaluation + (2) scores of the Chairperson + (3) scores of the Dean + (4) scores of the Dean of Academic Affairs** | **(一)自評總分\*60% scores of self-evaluation** | **(二)**  **系主任評分scores of the Chairperson** | **(三)**  **院長**  **評分scores of the Dean** | **(四)**  **教務長**  **評分scores of the Dean of Academic Affairs** | **自評總計得分**  **Total scores** |
|  |  |  |  |  |

**以下由系教評會審核**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **總計得分=(一)自評總分X 60%+(二)系主任評分+(三)院長評分**  **+(四)教務長評分**  **Total scores = (1) scores of self-evaluation + (2) scores of the Chairperson + (3) scores of the Dean + (4) scores of the Dean of Academic Affairs** | **(一)自評總分\*60% scores of self-evaluation** | **(二)**  **系主任評分scores of the Chairperson** | **(三)**  **院長**  **評分scores of the Dean** | **(四)**  **教務長**  **評分scores of the Dean of Academic Affairs** | **系評總計得分**  **Total scores** |
|  |  |  |  |  |

**以下由院教評會審核**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **總計得分=(一)自評總分X 60%+(二)系主任評分+(三)院長評分**  **+(四)教務長評分**  **Total scores = (1) scores of self-evaluation + (2) scores of the Chairperson + (3) scores of the Dean + (4) scores of the Dean of Academic Affairs** | **(一)自評總分\*60% scores of self-evaluation** | **(二)**  **系主任評分scores of the Chairperson** | **(三)**  **院長**  **評分scores of the Dean** | **(四)**  **教務長**  **評分scores of the Dean of Academic Affairs** | **院評總計得分**  **Total scores** |
|  |  |  |  |  |

備註/Notes:

1.專案教師評鑑中教學、輔導與服務等項目所占比例，分別為45：15：20，另教學加分項目10%，服務與輔導加分項目10%。

The ratio of teaching, advice and service for contract teacher evaluation are 45:15:20. Additional teaching items accounts for 10% and additional service and advising items account for 10%.

2.指（輔）導學生的對象可為全校性之學生組織、學生社團；系（中心）之學生團體；或學校委派之指（輔）導老師。

Faculty advisor can serve as advisor for university student organizations and students clubs, department (center) student organizations; or appointed by the University.

3.專案教師評鑑分項評分表傳遞流程:填寫人(完成自評總分後)→系、中心主管→所屬學院院長→教務長→系、中心教評會→院教評會→送交人事室。

Procedure: Teacher completed the Form → Chairperson of the Dept./Center → Dean of the College → Dean of Academic Affairs → Faculty Evaluation Committee of the Dept./Center → Faculty Evaluation Committee of the College → Personnel Office.

4.系、中心教評會及院教評會僅審議專案教師自評(60%)之項目。The items of self-evaluation (60%) will only be reviewed by the Faculty Evaluation Committee of the Dept./Center/College respectively.